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REGULATION

PERSONNEL

OCT 11 1954

APPOINTMENTS

Rescission: [] dated 3 April 1953

CONTENTS

SECTION I - GENERAL
RECRUITMENT
TRIAL PERIOD
SECURITY AND MEDICAL APPROVAL

SECTION II - AUTHORITY TO ADMINISTER THE OATH OF OFFICE
DELEGATION OF AUTHORITY
LIMITATIONS

SECTION I - GENERAL

1. RECRUITMENT

Positions shall be filled by direct recruitment rather than by certification from the Civil Service Commission.

2. TRIAL PERIOD

a. APPLICABILITY

- (1) Except as provided in paragraph (2) below, staff employees entering on duty shall be carried in a trial-period status for the first twelve months of their employment.

This requirement applies to employees:

- (a) Who have had prior U. S. Government service
- (b) Who have civil-service status.
- (c) Who have not had prior U. S. Government service.

- (2) If an employee has served with the Agency in a military capacity prior to civilian appointment to the same type of position, the Assistant Director for Personnel may approve credit for time spent in a military capacity toward completion of the trial period.

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- (3) If a former employee of the Central Intelligence Agency is rehired, the Assistant Director for Personnel may approve credit for all or part of such previous service toward completion of the trial period.

b. PURPOSE

During the trial period, the employee shall receive special attention and instruction to acquaint him with his duties and to develop his ability to perform his work in the most satisfactory manner. The employee will be informed that the trial period is required in order to determine, over and above the consideration given his basic qualifications, whether he has the ability to adjust himself to the working conditions and environment of the Agency.

3. SECURITY AND MEDICAL APPROVAL

The prior approval of the Security Office and the Medical Office is required in order to establish the eligibility of an individual for appointment or detail to the Agency.

SECTION II - AUTHORITY TO ADMINISTER THE OATH OF OFFICE

4. DELEGATION OF AUTHORITY

In accordance with the provisions of 5 U.S.C. 16 and 16a, authority to administer, without charge or fee, the oath required incident to entrance into the executive branch of the Federal Government or any other oath required by law in connection with employment therein, with the exception of the Officer's Certificate of Residence, is delegated to the following Officers:

Assistant Director for Personnel
 Deputy Assistant Director for Personnel
 Executive Officer, Office of Personnel
 Chief, Processing and Records Division
 Deputy Chief, Processing and Records Division
 Chief, Transactions and Records Branch
 Assistant Chief, Transactions and Records Branch
 Senior Representative
 Chief of Mission or Station
 Mission or Station Personnel Officer
 Mission or Station Senior Administrative Officer

Appointing Clerk, Office of Personnel

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REGULATION

PERSONNEL

5. LIMITATIONS

The authority to administer oaths of office may be exercised only by the incumbents of the positions specified above or individuals officially designated to act in such capacity, and may not be redelegated to or performed by other employees. Individuals administering the oath of office will indicate the position they incur in order to show the basis for their authority. The delegation of authority to administer the oath of office contained herein supersedes previous delegations of such authority to individuals by name.

SIGNED

ALLEN W. DULLES
Director of Central Intelligence

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- 3 -

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